

**Iowa Smart Planning Task Force
Proposed Timeline - Detailed
June 2010**



TASK FORCE MEETING 1: Wednesday, June 23, 2010

- Introduce members
- Select chair and vice chair
- Review duties
- Determine committees & associated leadership
- Determine timeline

COMMITTEE MEETINGS 1 & 2: each committee meets twice in the month of July 2010

- First meeting
 - Introduce members
 - Review charge/duties & establish goals
 - Determine process for developing recommendations to Task Force
 - Determine resource materials/experts
 - Determine “homework” for committee members
 - Determine future meeting dates
- Second meeting (workgroups)
 - Begin presentations and discussions
 - Begin crafting recommendations

TASK FORCE MEETING 2: Wednesday, August 11, 2010

- Provide updates from each of the committee leaders
- Determine process and logistics for public input meetings
 - Surveys, forms, etc.
 - Meeting logistics: dates, locations, staffing, and other needs

COMMITTEE MEETING 3: each committee meets once during last half of August 2010 (workgroups)

- Continue reviewing resources materials and presentations
- Begin recommendation drafting process

COMMITTEE MEETING 4: each committee meets once during first half of September 2010

- Finalize recommendations to present to Task Force

TASK FORCE MEETING 3: Wednesday, September 15, 2010

- Provide updates from each of the committee leaders
- Edit, if necessary, and approve draft recommendations from each committee
- Finalize process and logistics for public input meetings

Public Input Meetings: hold meetings during final week of September & first week of October 2010

- Provide opportunity for all interested persons/organizations to learn about and comment on draft recommendations

TASK FORCE MEETING 4: Wednesday, October 20, 2010

- Provide summary of public comments
- Committee leaders to present edits to draft recommendations for approval
- Approve final recommendations

TASK FORCE MEETING 5: Wednesday, November 10, 2010

- Review and approve the report (report will have been provided to TF members for at least 48 hours prior to meeting)
- Determine next steps (legislative advocacy, future meetings, etc.)

Report submitted to Governor and Legislature: Monday, November 15, 2010